

Renew an Existing License

Overview: Licenses must be renewed using the MTLs Online System. All fees must be paid via credit card or automated clearing house (ACH).

NOTE: The administrator of the service is the initial person that logged into the MTLs Online System and was granted access to their service. There can only be one administrator of a service. The administrator can then grant user access for up to three people for the service.

Steps for renewal:

NOTE: Please refer to the “**MTLS Online System User Manual**” for more detailed instructions on navigating in the system.

Step 1.

Log into the system: <https://services.dps.ohio.gov/EMSMTLS>

Step 2.

- From the system home page, hover over the “Action” area in the “Active / Pending Service Application(s)” area of the service license you want to renew. A pop-up will appear. Click on “Renew”

Step 3.

- The application is prepopulated with the information currently on file for your service.
- Review and update the information in each tab.
- Select “Save and Continue” to move to the next tab.

Step 4.

- When you get to the “Confirmation” tab, please review all information being submitted. At the bottom of the page, check the box indicating the information being submitted is accurate and correct, then click on “Save and Continue”.

Step 5.

- Review the invoice then click on “Proceed to Payment”.

Step 6.

- Payment options.
 1. Credit or Debit Card – Additional Transaction Fee Applies
 2. ACH / Bank Account (e-check) – No Additional Fee
- Follow payment instructions then click on “Submit Payment”.

Step 7.

- You will receive a message on the screen indicating your application was successfully submitted or payment is submitted and pending. Processing may take up to 24 hours. During this time, you will not be able to make changes or updates to your service.